Safety and Occupational Health Council

14 May 2002

Jerry Golden
Chief, Safety Office
goldenj@ria.army.mil

One Team…One Fight…One Goal!!!

Agenda

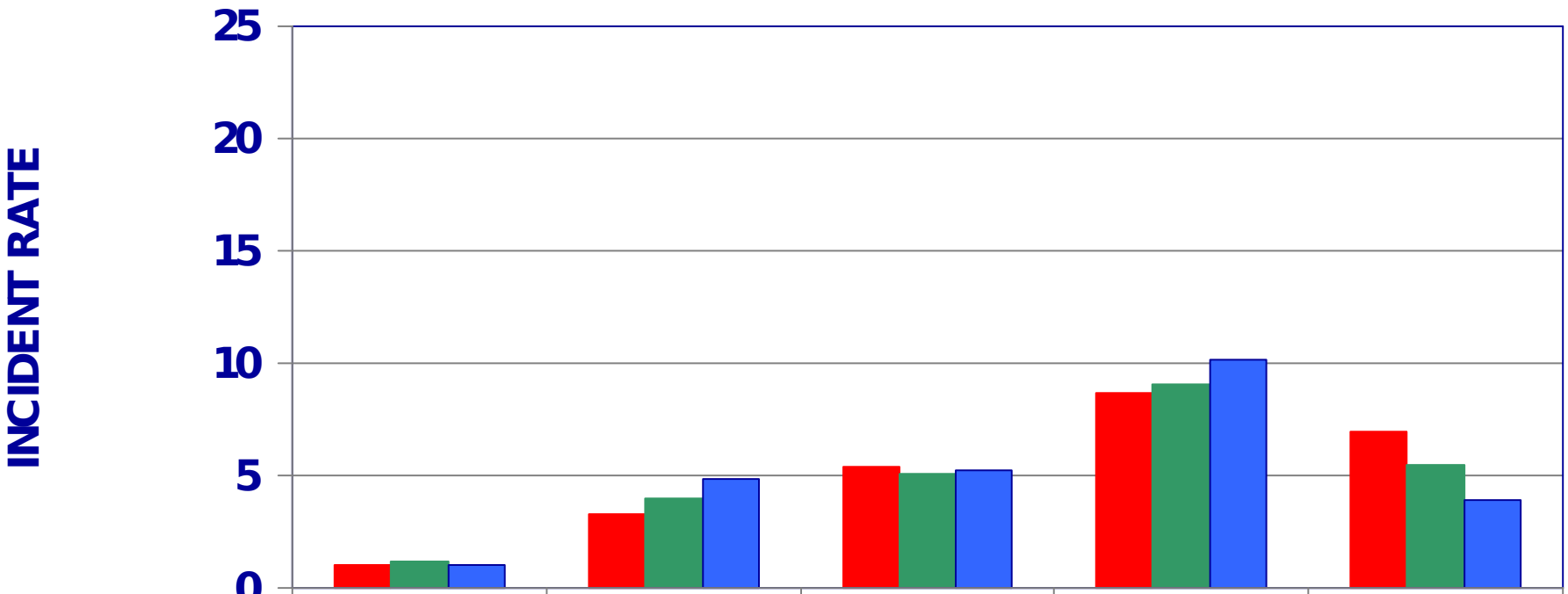
- ✔ Commander’s Opening Comments
- ✔ Safety Metrics
- ✔ Safety Training
- ✔ Directorate / Office Safety SITREP
- ✔ Review of Open Issues
- ✔ Review of Hazardous Processes
- ✔ Hot Topics
- ✔ Issues from Council
- ✔ Wrap Up

Commander's Opening Comments

RIA Safety Metrics

RIA SAFETY PERFORMANCE
CEILING vs YTD vs AVERAGE
YTD APR FY 2002

Code: Green



	LOST TIME	OSHA RECORDABLE	FIRST-AID	TOTAL INCIDENT	SEVERITY
CEILING	1.03	3.28	5.36	8.64	6.96
YTD	1.15	3.96	5.11	9.07	5.44
12 MONTH	1.03	4.88	5.26	10.14	3.93

Cases by Office Symbol

OFFICE	LOST TIME	OSHA	FIRST AID	TOTAL	SEVERITY
RIA	7	24	31	55	33
CO	0	0	0	0	0
HD	0	0	0	0	0
GC	0	0	1	1	0
IA	0	0	0	0	0
CA	0	0	0	0	0
EO	0	0	0	0	0
SF	0	0	0	0	0
QM	0	0	0	0	0
RM	0	0	0	0	0
CT	0	0	0	0	0
PW	2	2	0	2	2
PC	0	0	0	0	0
LE	0	1	2	3	0
SM	0	0	0	0	0
IC	5	21	26	47	31
ES	0	0	2	2	0
IT	0	0	0	0	0
AP	0	0	0	0	0
CF	0	0	0	0	0

Safety Training

Safety Training

- ✔ **Long Term Commitment**
- ✔ **Attempt to prioritize training requirements**
  - ➤ **Annual vs. initial vs. refresher**
  - **Blue collar vs. white collar vs. all**
  - **Budget constraints**
  - **Impact with direct labor**
  - **Risks vs. job standards**
  - **Training method (Lecture/CBT/Videos/etc.)**

Safety Training

- Reviewed DOL OSHA General Standards Industry training requirements based on
  - Initial
  - Annual
  - As Needed
- Identified some work areas requiring specific training

Safety Training

- ✔ **Identified organizations / subject matter experts already providing required training**
  - **Industrial Hygiene - PPE / Contaminants**
  - **Environmental Office - Hazardous Waste**
  - **Fire Department - Emergency Procedures / Fire Extinguishers**
  - **RPO - Non-ionizing Radiation**
  - **Others**

Safety Training

- ✔ **Identified certain organizations requiring specific training. Examples:**
  - **SOSRI-ICR and SOSRI-PW (CORs)**
    - **Lockout / Tagout**
    - **Confined Space Entry**
    - **Electrical Power Distribution**
  - **SOSRI-ES**
    - **Lab Standard / Chemical Hygiene Plan**

Safety Training

- **SOSRI-ICC / ICD**
  - **Woodworking Machinery**
- **SOSRI-ICG / ICK / ICR**
  - **Welding, Cutting, Brazing**
- **SOSRI-PW (EMTs) / CFC**
  - **Bloodborne Pathogens**
- **“ALL”**
  - **Fire Extinguishers / Emergency Procedures**
- **Other Selective**
  - **Powered Industrial Trucks**
  - **Personal Protective Clothing**

Safety Training

- ✔ **Time Intensive Effort**
- ✔ **Other organizations may be impacted**
  - **New Lifting Standard effective 2003**
    - **Job descriptions to be changed**
- ✔ **Cannot happen overnight**
- ✔ **Will need support of management / leaders**

Directorate / Office Safety SITREP

SOSRI-AP / CO

Safety Actions / Lessons Learned:

- ✔ Jayne Laisner, AP Safety POC
- ✔ Held monthly safety meeting (AP, GC, IA, PAO)
- ✔ Internal safety audit completed 3 May 02 (AP, GC, PAO, SGM, and Command Group offices)
- ✔ Audit report of findings distributed to workforce
- ✔ Corrective actions suspense 22 May
- ✔ AP emergency action plan distributed & reviewed
- ✔ Fire Marshal Wardens introduced
- ✔ Next safety mtg scheduled 22 May 02

Lessons Learned:

- ✔ Evacuation safety procedures

SOSRI-CF

Lessons Learned:

- ✔ The Recycling Program removed all unsafe tip tubs. Follow up safety inspections ongoing.
- ✔ Sports/Fitness installed two defibrillators; all staff fully trained
- ✔ JSAs being performed quarterly in the Recycling Program
- ✔ Auto Shop performs daily hazardous waste inspections; all staff fully trained
- ✔ Key personnel CPR trained
- ✔ Seasonal staff trained on safety prior to program/league start (sports leagues & summer daycamp)

SOSRI-CF

Safety Actions:

- ✔ CF Safety POC, Linda Rice
- ✔ Established Safety Meeting Procedures and conduct monthly meetings at Directorate & Functional areas (5 functional areas)
- ✔ RIA Safety Officer provided with CF safety meeting schedule
- ✔ Internal safety audits have been established and conducted monthly at all functional areas
- ✔ Monthly safety tips provided to ALL CF employees via MWR monthly newsletter
- ✔ SAARS/After Actions processed as required
- ✔ Commander's Operation Order distributed and briefed to all programs

SOSRI-CT

Safety Actions:

- ✔ Lillie Jennings, CT Safety POC
- ✔ Conducted 3 monthly meetings in conjunction with staff meeting – minutes maintained -Winter Safety, Office Safety, Electrical Cords
- ✔ Conducted Internal Safety Audits – Corrective Actions taken
- ✔ Establishing a Safety Program – POC taking computer based training at Safety Office
- ✔ Safety tips posted office wide and/or provided via email
  - ➤ Ceramic Space Heater Recall/Alert
  - Thunder Storms & Tornado Safety

SOSRI-CT

Safety Actions:

- ✔ CPR Trained person in the office – Ruth Naber completed refresher course/provided feedback to the office
- ✔ Out of Office Notification – Write boards provided/notify where they are

Lessons Learned:

- ✔ Made more aware of office hazards

SOSRI-EO

Safety Actions:

- ✔ Charles Cervantes, EO Safety POC
- ✔ Conducted monthly meeting
- ✔ Safety Office briefing, M. Chapin
- ✔ Minutes
- ✔ Distributed cy CO Op Order
- ✔ Conducted office assessment
- ✔ Ergonomic chair assessment
- ✔ 5 employees CPR/ARC trained

Lessons Learned:

- ✔ Need better chairs, keyboard trays

SOSRI-ES

Safety Actions / Lessons Learned:

- ✔ Dick Perry, ES Safety POC
- ✔ Established safety SOP 385-ES-38, 22 Jan 02
- ✔ Each division holds a monthly safety meeting and an area safety check
- ✔ Bi-monthly directorate safety meeting held
- ✔ Safety audits of all areas are performed by a team of 2, 1 from the area the other from a different division
- ✔ Minutes from each division/directorate safety meeting are forwarded to SOSRI-SF
- ✔ Mr. Mike Hipschen assigned to attend ES safety meetings

SOSRI-GC

Safety Actions:

- ✔ John Welling – GC Safety POC
- ✔ Monthly safety meetings with AP
- ✔ Monthly safety audit conducted by AP POC May 02
- ✔ Reviewed Op Order with GC personnel
- ✔ Reviewed CDR Policies A-11, B-16, B-17

Lessons Learned:

- ✔ Addressing carpet problems – tripping hazard

SOSRI-HD

- ✔ **Appointed Safety NCOIC**
- ✔ **Conducted safety meeting/ last Friday of every month**
- ✔ **Topics covered:**
  - **Command policy/SAAR**
  - **Ergonomics / OSHA recommendations**
  - **Work station & Equipment**
- ✔ **Safety Theme: Take the hard right not the easy left, Safety First.**

SOSRI-IA

Safety Actions:

- ✔ David Twining – IA Safety POC
- ✔ Conducted monthly Safety meetings (Jan-Apr 2002)
- ✔ Conducted monthly internal safety audit (Apr 2002)

Lessons Learned:

- ✔ Purchased/installed underdesk keyboard tray to improve ergonomics

SOSRI-IC

Safety Actions / Lessons Learned

- ✔ 77 JSAs & 32 Safety Sops
- ✔ Forward SAARs to all divisions
- ✔ Monthly safety meetings for all, agenda/min.
  - ➤ Supervisor meeting has new agenda & minutes
- ✔ Safety Office aligned with IC Divisions
  - Joint hazard assessment walk through
    - Train supervisor's 16 May 02
  - Complete hazard surveys end of July
  - Discuss results at next supervisor safety meeting in July
- ✔ Establish additional Safety POCs

SOSRI-IT

Safety Actions:

- ✔ Linda Williams, IT Safety POC
- ✔ Conducted 3 monthly meetings – 1st staff meeting of each month (both directorate / division level)
- ✔ Conducted 3 monthly internal safety audits
- ✔ Established Safety Program with monthly themes
- ✔ Posted new monthly safety tips directorate wide
- ✔ Established a Safety Info Folder on the S: Drive
- ✔ Directed 5 potential issues to other organizations
- ✔ Gave IT employee feedback on 4 corrective actions

Lessons Learned:

- ✔ Awareness of push vs. pull, lifting / bending, and proper winter attire

SOSRI-LE

Safety Actions:

- ✔ Marion Hay, LE Safety POC.
- ✔ Police Conducted 3 safety meetings – one on each shift with a training subject of their choice.
- ✔ LE/Physical Security/Lock and Safe conducted a safety meeting with info on the safety program.
- ✔ Conducted a monthly internal safety audit of LE with on-the-spot corrections made.
- ✔ Established Safety Program with each member of LE signing up for an upcoming month with a topic of their choice.

SOSRI-LE

Lessons Learned:

- ✔ **RIA Police Officers reminded of safety on traffic stops and use of emergency equipment.**
- ✔ **LE personnel are now safety aware and will be looking for potential problems.**

SOSRI-PC

Safety Actions: (Jan–Apr)

- ✔ Julia Nixon, PC Safety POC – Attended mandatory training
- ✔ Conducted 4 monthly meetings (Jan–Apr)
- ✔ Conducted 2 monthly internal safety audits w/checklist
- ✔ Established Safety Program with monthly topics
- ✔ Posted safety flyers within directorate
- ✔ Office Ergonomics presentation given by SOSRI-SF - Apr
- ✔ Copy of Commander’s Op Order given to all employees

SOSRI-PC

- ✔ **E-mailed reminder to all employees on evacuation procedure**

Lessons Learned:

- ✔ **Safety around paper shredders, safety in opening windows**

SOSRI-PW

Safety Actions:

- ✔ Participated in Pre-con for new Day Care Center.
- ✔ Special hazard welding operations standby at Government Bridge.
- ✔ Monthly Marshal Warden training conducted.
- ✔ Fire Extinguisher and Safety training for RM.
- ✔ Evacuation training for DFAS.
- ✔ Fire Fighter Safety at Golf Course building 312.
- ✔ Spring Clean-Up Week – Conducted walk-thrus.
- ✔ Replaced unsafe halon system at fuel station building 244 .

Lessons Learned:

- ✔ Manufacturing areas need to follow through on the clean-up effort.

SOSRI-QM

Safety Actions / Lessons Learned:

- ✔ Cmdr's Operation Order Reviewed at QM Safety Meetings by Mike Downes-POC
- ✔ Developed QM Monthly Safety Audit Checklist & Staffed Through SF
- ✔ Completed & Documented QM Monthly Safety Audit on May 7th, 2002
- ✔ Discussed Monthly Safety Audit with QM Team Members During Safety Meeting
- ✔ Documented Monthly Safety Meetings
- ✔ Safety Topic for May 2002 - Heat Stress

SOSRI-RM / CA

Safety Actions:

- ✔ Debra Roesger, RM/CA Safety POC
- ✔ Conducted monthly safety meetings
- ✔ Identified two building safety issues – issues have been forwarded to appropriate offices for corrective action
- ✔ Conducted internal safety audit. Corrective action is ongoing with an anticipated completion date of 10 June 2002

Lessons Learned:

- ✔ Proper snow removal techniques
- ✔ Winter driving safety
- ✔ Computer fatigue reduction exercises

SOSRI-SM

Safety Actions / Lessons Learned

- ✔ Safety POC – Aggie Hart
- ✔ Received Safety Program with monthly themes
- ✔ Developed monthly audit
- ✔ Audit completed by each employee
- ✔ Conducted Monthly Safety Meeting – 8 May
- ✔ Resolved one unsafe condition – Potential slip hazard (carpet runners at building 23)

SOSRI-SF

Safety Actions / Lessons Learned

- ✔ Safety POC – Mike Hipschen
- ✔ Attending Directorate/Office/Division Safety Meetings
- ✔ Participating in Supervisory Training
- ✔ Developing checklists for organizations
- ✔ Conducting audits with Safety POCs
- ✔ Conducting internal monthly safety meetings
- ✔ Conducting internal monthly safety audits
- ✔ Attending SAARs
- ✔ Safety Intranet Home Page

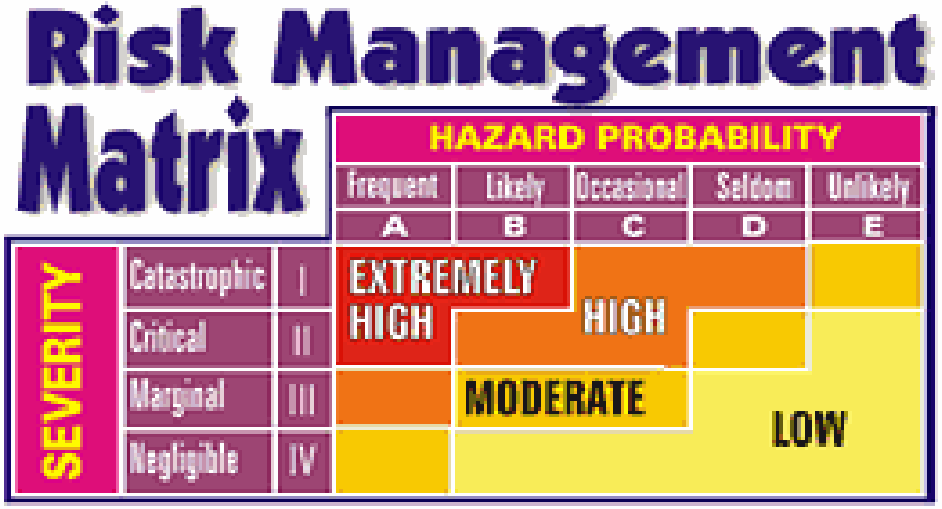
Review of Open Actions

Review of Open Issues

Open Action	Assigned To:	Date Assigned:	Date Due:	Status:	Comments:
Automatic Electronic Defibrillator	GC, PW, PWF, RIA-OPS, SF	07 Feb 2002		On-going	2 in TACOM, 1 in Gym
Audit Checklists	SF	20 Feb 2002		On-going	Checklists being developed Audits are being performed
Master Accident Prevention Plan	SF	Nov 2001		On-going	MAPP will be updated on regular basis
Dust Collector / Bag House Fire	IC			On-going	Preliminary actions completed. Efforts are on-going.
Close Call Recall Program	SF	20 Feb 2002		On-going	
Job Safety Analysis	IC, SF			On-going	In use at various levels within organizations
Tip-Tub Action	ICE, SF	Dec 2002		On-going	Inspections will be on-going
Railroad Incident	PW, SF				
Safety Glasses	SF	29 Mar		On-going	Need to implement DA

Review of Hazardous Processes

Risk Management



Narrative	Risk Assessment Code
Extremely High	RAC 1
High	RAC 2
Moderate	RAC 3
Low	RAC 4 & 5

Evaluations Performed

- ✔ **Building 220, Die Sink**
  - ➤ **7 Surveys, 1 Job Observation**
- ✔ **Building 299, Box Shop**
  - **8 Surveys, 1 Job Observation**
- ✔ **Building 212W, Layout & Machining/Sheet Metal**
  - **13 Surveys, 2 Jobs Observations**
- ✔ **Building 231, Plasma Cutter/Water Jet Cutter**
  - **9 Surveys, -1 Job Observation**
- ✔ **Oil Mist Sampling Results**
  - **Prototype**

Hot Topics

Hot Topics

- ✔ Safety Training
- ✔ Job Safety Analysis
- ✔ Safety Intranet Web Page

Issues from the Council

Wrap Up

- ✔ **Next SOHC - July 2002**